THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234-0055

Office of Elementary, Middle, Secondary and Continuing Education
School Operations & Management
Child Nutrition Program Administration, Room 55EB, Albany, NY 12234-0055
Tel. (518) 473-8781
Fax (518) 473-001
http://www.nysed.gov/cn/cnms.htm.

January 2005

TO: District Superintendents
Superintendents of Public Schools
Chief Administrators of Nonpublic Schools
Executive Directors of Residential Child Care Institutions
Chancellor, New York City Schools
School Food Service Directors/Managers

FROM: Frances N. O'Donnell, Coordinator

SUBJECT: Professional Cooking 2005

The New York State Education Department will sponsor four consecutive weeks of Professional Quantity Food Preparation classes for cooks/cook managers in school food authorities (SFAs) participating in the National School Lunch program beginning July 11 and ending August 4, 2005. The objective of this training session is to enhance the skills of school food service personnel to prepare and serve meals in accordance with the School Meals Initiative, a nationwide strategy to improve the health and nutritional status of our nation's children. It is imperative that school food service personnel be fully aware of the benefits of improving the health and nutritional well being of children through school meals, which ultimately affects classroom performance. Training for cooks is essential to build local capacity since a majority of the cooks have never received any formal training in quantity preparation techniques.

This professional development opportunity is directed to cook/cook managers who *currently* have cooking responsibilities. **The course has been specifically created and designed as a staff development course for cooks who prepare meals on a daily basis.** Only those with direct and consistent cooking responsibilities, not personnel who supervise the meal preparation, will be allowed to attend. Any attendees, who do not meet the established criteria and lack the required cooking skills and comfort in the kitchen setting, will be asked to leave. It is a discredit to the cooking team and compromises the integrity of the program to have attendees who do not meet the carefully established criteria.

The classes will be taught at the Madison-Oneida BOCES located in Verona, New York. This is the same successful Professional Cooking course we have offered since 1998. Statewide Training Master Instructors who previously instructed for Professional Cooking will again conduct the classes.

This training is not for everyone. Candidates will be expected to prepare food, follow directions and actively be part of a training team. **Cooks who have already attended this course are not eligible to attend the session again.**

Classes will be limited to 32 participants each week on a first-come first-served basis. Attendees will be provided with instruction in both classroom and kitchen settings and the training will include working with others to prepare foods in laboratory kitchens. The schedule for the instruction will be as follows:

Monday	1:00 p.m. – 5:00 p.m.
Tuesday & Wednesday	8:00 a.m. – 4:00 p.m.
Thursday	8:00 a.m. – Noon

Topics to be presented include:

- work simplification techniques
- food production: batch cooking, using leftovers, etc.
- production records
- standardized recipes
- small and large equipment usage
- sanitation standards
- merchandising and marketing strategies to increase participation.

All of the training, materials, lodging, and designated meals are provided at no charge to the SFA. **Transportation and associated travel costs are the responsibility of each participant and/or SFA.** The lodging and meals that will be provided and dress requirements are as follows:

LODGING -	Single occupancy rooms at an area hotel. Information will be provided upon acceptance.	
MEALS -	Breakfast:	Tuesday, Wednesday and Thursday at the training site
	Lunch:	Tuesday and Wednesday at the training site
	Dinner:	Monday at the training site; Tuesday and Wednesday at a choice of several area restaurants. Directions will be provided upon arrival.
DRESS -	On Tuesday and Wednesday attendees **are required** to wear a white, front button-down dress shirt with sleeves and slacks or skirt (any color) with stockings or socks and proper sneakers/work shoes – no shorts, jeans, open-toe shoes, clogs or high heels. An apron, hat and side towel will be provided.	

On Monday and Thursday: Attendees may wear casual attire.

We anticipate a large response for the summer training sessions. Therefore, registrations will be accepted on a first-come first-served basis until the maximum of 32 registrants per week is reached. The specific weeks available for training include:

Week 1	July 11	-	July 14
Week 2	July 18	-	July 21
Week 3	July 25	-	July 28
Week 4	August 1	-	August 4

In order to give the optimum number of SFAs an opportunity to participate, allowable registrants will be based on the total buildings within the SFA. The following scale will be used for determining the allocation of attendees per SFA:

BUILDINGS	NUMBER OF ALLOWABLE ATTENDEES
1	1 person
2 - 4	2 people
5 - 8	3 people
9 – 12	4 people
13 +	Call for assistance

The summer session is being conducted at a facility, which will to the greatest extent possible, meet the accessibility needs of individuals with disabilities. In addition, if special accommodations such as interpreters, large print or Braille materials are needed, please contact Jodi Shantal at the Madison-Oneida BOCES at 1-888-532-1132.

Attached is an application form to be completed by each person interested in attending this program. Each applicant must indicate his or her first and second choice of week to attend the training session. Every effort will be made to accommodate requests. A complete application requires the signature of the applicant, food service director/manager, and the superintendent or chief administrator**. Incomplete applications will not be considered. In order to be eligible, applications must be mailed or faxed on or before June 22, 2005.**

APPLICANTS MUST:

- be cook/cook managers who have daily cooking responsibilities
- agree to travel to the training site
- be prepared to cook, follow directions and actively be part of a training team

Do not submit applications for candidates who do not meet these requirements or who are not fully committed to attend. Last minute cancellations result in a reduction in class size that denies others this opportunity for professional growth.

Notification of acceptance, denial or placement on a waiting list will be disseminated from the Madison-Oneida BOCES on an ongoing basis. If you have any questions concerning the training session or application process, please contact Sandra Ragule or Dee Krawczyk at (518) 474-3956.

Also, attached are comments from cooks who previously attended a Professional Cooking Training Session. Please share these testimonials with your cooks who may be reluctant to return to a classroom experience away from their home environment.

Attachments

TESTIMONIALS TO THE PROFESSIONAL COOKING COURSE

Professional Cooking 2004 was fantastic. My friend and I learned so much and came away very enthusiastic about trying new things in our kitchen. As it turns out, we also have a new Food Service Director since September and she lets us experiment with what we've learned. We share one kitchen for two schools.

We have made four of the recipes from the classes and the positive student response was overwhelming.

Could you please thank whoever put the class and recipes together. Our students and teachers are "lovin' it."

Marie Gordon
Brewster CSD

Professional Cooking 2003 – This program was awesome! Great ideas, hints and useful tips to cook, serve and save money. I personally think every food service employee should experience and learn from these great classes.

Tina Mesmer
Chittenango CSD

Professional Cooking 2003 – I learned so much in a short time. Most everything taught was new to me and the experience was great. The staff was awesome and extremely helpful in all areas. I will use the information I learned for years to come.

Audra Briglin
Alfred-Almond CSD

Professional Cooking 2002 – I wouldn't change a thing about the training, it was excellent and I had a wonderful time. This program is very worthwhile and I hope to encourage others from my district to attend. I'm very excited about the new school year and hope to incorporate many of the ideas shared here.

Margaret Murphy (Peggy)
Tully CSD

Professional Cooking 2000 covered topics that were extremely helpful to me. It was amazing to see how much information was packed into each session; I have gathered a wealth of knowledge to take back to my district. I was impressed by the commitment of the instructors to school food service and the children we feed. It was a wonderful and fulfilling experience.

Judy Petrizzo
Newburgh Enlarged Schools

June 1999, I went to the Professional Cooking class held at Madison-Oneida BOCES. For me, this was “do I go” or “don’t I go”? I am a big chicken when it comes to driving. This training was about a 3-½ hours from my home. I am a cafeteria Manager for a school of 860 students; it is one building, Pre K – 12. We have an ADP of around 600 for lunch and in the 6-12 classes 160 at breakfast. I cook the main dish for all at the High School kitchen with some help.

The classes this past summer were well worth the time for me. We had a lot of fun, learned new ways to do things and improved some of the old things. I met new friends and we all shared ideas with each other, and got to work in another kitchen. So go and enjoy, learn, and come back with new ideas to use at your school.

Julia (Betty) Rookey
Madrid-Waddington CSD

Professional Cooking 1999 – An experience worth making the time for. Four days of learning new skills, making new friends and the sharing of information was exciting. We were instructed by dedicated professionals who showed us how to improve the quality of school food service. From food production to Work Simplification techniques and to using great recipes; we came home with valuable tools for our own kitchens. A great time was had by all. We also came away with “Mise en Place”, a state of mind -“to put in place” and a renewed confidence in our ability to do a very important job!

Joanne Davis
Rocky Point School District

SED Use Only
_____

The University of the State of New York

STATE EDUCATION DEPARTMENT

Child Nutrition Program Administration

Room 55, Albany, NY 12234-0055

(518) 474-3956 -- FAX (518) 473-0018

Professional Cooking 2005 Application

COMPLETE ONE APPLICATION FOR EACH PERSON APPLYING

Requests must be mailed or faxed on or before June 22, 2005

INCOMPLETE SUBMISSIONS WILL NOT BE CONSIDERED

Name of Applicant *(please print)*	Title	Work Telephone Number ( )
Home Address (including street, city and zip code) _____ _____		Home Number ( ) Cell Number ( )
School Lunch Director/Manager	Summer Telephone Number ( )	Work Fax Number ( )
Superintendent or Chief School Officer		Telephone Number ( )
School Food Authority (SFA) – Name of school district/facility		Telephone Number ( )
SFA Address (including street, town/city and zip code) _____ _____		County Number of Buildings

➢ If applicant is unable to attend, please give name of alternate attendee: _____

Name Title Home Telephone Number

_____ ( )

Lodging preference - Please check one of the following: Smoking ___ Non-smoking ___ . Indicate your first and second choice of weeks to attend the training by placing the number 1 or 2 next to the weeks available:

Week 1	July 11 - July 14	
Week 2	July 18 - July 21	
Week 3	July 25 - July 28	
Week 4	August 1 - August 4	

Name _____SFA_____

INCOMPLETE SUBMISSIONS WILL NOT BE CONSIDERED

Applicant: Submit a detailed response for each of the following (use extra sheets as necessary.)

1. Number of years you have worked in school food service: _____
2. Do you cook every day: _____yes ____no * NOTE – **This training is strictly for cooks, not managers of cooks. If someone attends who does not meet the established criteria and it becomes clearly evident that they lack the required cooking skills and comfort in the kitchen setting they will be asked to leave. Do not apply if you are not a cook with <u>daily</u> cooking responsibilities.**
3. Indicate the approximate number of hours a day that you cook: _____
4. Circle which meal(s) you prepare: *Breakfast* *Lunch* *Both Meals*

All of the training, materials, lodging, and specified meals are provided at no charge to the SFA. Transportation and associated travel expenses are the responsibility of the participant and/or SFA.

Send the completed Professional Cooking 2005 Application by June 22, 2005 to: **Sandra Ragule, Child Nutrition Program Administration, 55 EB, Albany, NY 12234 <u>or</u> Fax to number (518) 473-0018.**
Mail <u>or</u> fax the application, do not use both methods.

Each application *must* be signed by:
1. The applicant
2. The school lunch director/manager
3. The superintendent or officer of the board of education or chief administrator of a nonpublic school or residential child care institution.

Sign below after completing the entire application –

_____ _____
Applicant **– Your signature verifies that you are a cook who cooks <u>daily</u> and agree to travel the required distance to the training site.** *Date*

_____ _____
School Lunch Director/Manager *Date*
Your signature verifies that this applicant is a cook with <u>daily</u> cooking responsibilities and has agreed to travel to the training site.

_____ _____
Superintendent or Chief School Officer *Date*